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Office of Personnel

OP MEMORANDUM NO. 20-61-8

11 May 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Transfers Within The Agency Civilian Reserve Program

REFERENCE: OPM NO. 20-61-17

1. GENERAL. This memorandum establishes procedures for effecting transfer from the existing active cadre of the Agency Civilian Reserve Program (ACRP) to the inactive cadre; from the inactive cadre to the active cadre (call-up), and from active cadre (call-up) to the inactive cadre. (AIUO)

2. PROCEDURES

a. Transfers - Existing Active Cadre to Inactive Cadre

(1) Contract and Allowances Division (CAD) will forward to Heads of Career Services, or their designated sole senior subordinates, lists of individuals in the active cadre whose contracts are scheduled to expire within 90 days.

(2) Career Service (CS) designees will review their list and return a copy to CAD indicating their desire to have individuals transferred to the inactive cadre if the individual's contract is not going to be renewed.

(3) Responsible component officers will contact prospective members to explain the program (including the benefits available to inactive cadre members and their obligations) and to obtain a decision from these individuals as to whether or not they want to become members of the inactive cadre.

(4) Responsible component officers will prepare a Form 204, Contract Information Check List, on those individuals who are selected and who have indicated interest in joining the inactive cadre. The completed forms will be forwarded to CAD, where the appropriate contracts will be prepared and sent to the responsible component officers for signature by the individuals concerned.

(5) The responsible component officers will then complete a Form 1152, Request for Personnel Action, on these individuals. The remarks section of the form(s) will include the following statement: "Selected for Transfer from the Active Cadre to the Inactive Cadre of the ACRP based on the following skills, experience or knowledge: (e.g., expert in the use of small arms; 10

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years of experience in maritime operations; knowledge of international student, youth and labor organizations)." The forms and signed contracts will be forwarded to CAD for execution and processing.

b. Transfers-Inactive Cadre to Active Cadre (call-up)

(1) Heads of Career Services, or their designated sole senior subordinates, will notify the Director of Personnel (D/OP) in writing of their need to call-up any members of the inactive cadre and request D/OP approval to do so. The request should contain the following information:

- (a) The nature of the emergency or critical augmentation requirement;
- (b) The names of members to be called-up;
- (c) The duties each member will be assigned; and
- (d) The location of each member's assignment.

(2) Upon receipt of D/OP approval, responsible component officers will complete Forms 377a, Request for Security Approval. The remarks section of the form will include information on the duties the member will perform and the location of his or her assignment. The form(s) will be sent directly to the Office of Security.

(3) The Office of Security will take necessary action to evaluate and clear the members concerned and will notify the responsible component officer when clearances have been granted. The responsible component officer then will contact the cleared members to advise them of the call-up. The component officer will ensure that contact with covert retiree members is done in a secure manner.

(4) The responsible component officer will prepare a Form 204, Contract Check List, on those members who have been cleared for active cadre service and who have agreed to so serve. The completed forms will be sent to CAD where appropriate contracts will be prepared and forwarded to the component officer. The component officer will obtain signed contracts from those members and will return them to CAD for execution and processing.

(5) The contracts of those members of the inactive cadre who were contacted and who declined call-up to the active cadre will be terminated by a Form 1152, Request for Personnel Action, prepared by the responsible component officer. The remarks section of the action should contain the following statement, "Declined call-up to active cadre service. Ineligible for fee payment."

c. Transfers - Active Cadre (Call-Up) to Inactive Cadre

(1) Upon completion of the initial call-up period, the active cadre contract will be extended or terminated by CAD at the request of the CS designee. Requests for extensions must be routed to D/OP via CAD for approval. If the active cadre contract is to be terminated, the CS designee

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will request CAD to prepare a new inactive cadre contract to return the member to the inactive cadre rolls. Extensions of active cadre contracts or new, inactive cadre contracts will be sent to the component officer for signature by the member.

(2) The signed extension or new contract will be sent to CAD for execution and processing. (C)



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